

Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun

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Pilot Trainee Training Program Applicant Handbook

This handbook is provided to assist applicants to the Pilot Trainee Training Program sponsored by the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun ("BOPC," "Board") in preparing for the exam, which begins June 23, 2014.

The selection process is governed by state law, found in the California Code of Regulations, Title 7, Section 213 as well as California Harbors and Navigation Code Section 1171. Copies of those laws can be found on the Board's website (www.bopc.ca.gov) under the "links" tab. **In the event of a conflict between the information provided in this handbook and the law, current law controls.**

Successful completion of the training program is a prerequisite for licensure by the Board. There are other requirements that a trainee must meet to be licensed as a pilot, which are not covered by this handbook, but are set forth in California Code of Regulations, Title 7, Section 214. There are physical and mental fitness requirements that apply to trainees and pilots alike. Any applicant with a waiver on his or her U.S. Coast Guard license based on a physical condition or who has a potentially disqualifying condition should address that issue early in the selection process.

San Francisco Bar Pilots entrance requirements are also beyond the purview of this handbook and are not governed by State law. Nevertheless, an applicant to the Pilot Trainee Training Program would be well advised to familiarize him- or herself with all the prerequisites to becoming a practicing State licensed pilot.

The Trainee Training Program requires intense dedication over a prolonged period. While the statutory minimum is one year in the program, most candidate require at least two years and up to three to complete the program. For many trainees, the stipend (currently \$5,000 per month) is substantially less than what they earned in their former profession, and can place a family under significant financial strain during the training period.

Overview of Selection Process

Entrance into the Pilot Training Program exam is based on experience outlined in 7 CCR, Division 2, Article 4, Subsection 213 (e). The Board is in the process of making substantial changes to the regulations regarding the level of experience required to qualify to sit for the exam. **For the 2014 examination only**, candidates can qualify for the exam both under the current regulations and the proposed regulations. Both sets of regulations can be found on our web site: www.bopc.ca.gov either by clicking on the Trainee Application tab (current regulations) or the Regulations tab (proposed regulations). Selection for entry into the Pilot Trainee Training Program is competitive and will be determined by experience points, written examination scores, and, for those who pass the written portion, a simulator exercise.

A ranked list will be derived from the results of the exams and will exist for three (3) years, after which time it will expire and anyone who was not accepted into the Pilot Trainee Training Program at the time of expiration will need to re-test if they wish to be considered for acceptance.

The next written exam is scheduled to begin on June 23, 2014. It will be hosted at the California Maritime Academy:

**200 Maritime Academy Drive
Vallejo, CA 94590**

Application Cut-off

Applications can be found on the Board of Pilot Commissioners web site at the following link: <http://www.bopc.ca.gov/res/docs/Exam%20application%202014.pdf>

Applications with supporting documentation must be received or postmarked by close of business on April 15, 2014. Please direct all applications to the Board of Pilot Commissioners:

**660 Davis Street
San Francisco, CA 94111**

All applications will be reviewed for completeness and supporting documentation may be independently verified for accuracy.

Experience Points

The documented experience of applicants who meet minimum eligibility requirements will be reviewed to assess experience on a point schedule described in Section 213(f). Each applicant will be informed of the results of that review. Applicants who provide fully documented applications should expect to receive an experience point determination by May 15, 2014. Applicants who have submitted a completed application and have not received written eligibility notification by May 15, 2014 should contact the BOPC. Applicants who are not accepted based on their experience will have an opportunity to appeal.

Registration

Registration for the written examination will take place on the morning of June 23, 2014 beginning at 8:00 a.m. until commencement of the exam at 9:00 a.m. The notice informing an applicant that s/he has met all minimum qualifications will include directions to the location on campus where the written examination will be administered.

THE WRITTEN EXAMINATION

Admission to the Written Examination

All applicants who meet minimum qualification levels will be permitted to take the written examination, administered at the California Maritime Academy on Monday, June 23, 2014.

Candidates are encouraged to report to the test location at least fifteen minutes prior to the 9:00 a.m. registration cutoff. ***Candidates who arrive after the registration cutoff for this examination will not be allowed to participate.***

Candidates must provide proof of identification in the form of a government issued ID with photograph (driver's license, TWIC, passport, etc) before being allowed into the test facility. Candidates will be issued a Candidate Identification Number at that time.

Candidates who fail to provide acceptable identification will not be allowed to participate.

There is no make-up exam.

Rules for the written examination

1. TO ANSWER THE EXAM QUESTIONS:

- a. Unless otherwise specified, the exam is multiple choice.
- b. Read the question carefully, select the correct answer and fill in the corresponding number/letter on the answer sheet using a #2 pencil. ***Only the answers provided on the answer sheet will be graded. No marks in exam book or on scratch paper provided will be considered.***
- c. Any question with more than one answer marked on the answer sheet will be counted as incorrect.
- d. Any question left blank will be counted as incorrect.
- e. Do not make any marks on the sheet other than as directed.
- f. Ensure that each circle you mark is completely black.

2. DO NOT:

- a. Bring any of the following into the exam room: camera, tape recorder, programmable calculator, computer, cell phone, electronic transmitting device, watches or other activated alarms, reference material or notes, scratch paper, spelling aids, briefcases, purses, or backpacks.
- b. Attempt to take any examination material from the room. It is all coded and must be turned in and checked before you are considered to have finished the exam.
- c. Bring food or beverages other than water into the exam room.

Directions upon completion of the written examination

1. At the end of the written exam, candidates will be directed to return their answer sheets and all test materials to the exit proctor.
2. Candidates should retain their identification number as all further grade notifications will be by reference to a candidate identification number. Names will not be released except as required by law.

3. The written examination is scored independently of experience points. Applicants who achieve a passing score on the written examination will be eligible for the simulator exercise.
4. A cut-off score may be established. The cut-off score reflects the lowest final score that an applicant could obtain and remain competitive with other applicant once the simulator grade is factored in.
5. Candidates who are eligible for the simulator exercise will be contacted using the information provided on their exam applications by close of business on the day following receipt of written exam scores.

SIMULATOR EXERCISE

The simulator exercise will be administered on June 26, 27, and 28, 2014. Applicants who are eligible for the simulator exercise will receive instructions and a demonstration of the bridge simulator prior to participation, details of which will be provided on notification of eligibility. Take-home study materials for the simulation will be loaned to eligible candidates at that time. These study materials will include a DVD that reviews information provided at the demonstration. Applicants are required to provide their own equipment suitable for playing the DVD.

The simulator exercise tests a candidate's performance in conducting the navigation of a ship in piloting waters under a variety of environmental and traffic conditions. Performance in the simulator exercise will be evaluated by three evaluators – one member of the Board Pilot Evaluation Committee, one Pilot licensed by another jurisdiction, and one current or former master of deep draft vessels.

The simulator exercise provides an opportunity to evaluate each candidate's demonstrated situational awareness, understanding of relative motion, ability to accurately filter and prioritize available information, selection and execution of appropriate response (including timeliness of communications, engine orders, rudder commands, and orders to the bridge team), demonstrated ability to respond effectively under emergency or non-routine conditions, ability to communicate effectively on the bridge or over the radio using proper terminology, commanding bridge presence, fundamental ship handling knowledge, proper use of personnel and equipment resources provided during the exercise, and proper application of the navigational rules of the road.

ELIGIBILITY LIST

Final selection for entry into the Pilot Trainee Training Program shall be based on the combined scores from the applicant's experience points, written examination, and simulator exercise. Applicants who are eligible to take the exam will have their passing scores on both the written and simulator exercise combined to create an eligibility list in the order of their combined scores.

The full Board of Pilot Commissioners may receive the eligibility list for review and approval at its July, 2014 meeting. Assuming openings in the pilot trainee training program, the first successful candidates may begin training as early as August, 2014.

Openings in the pilot trainee training program will be offered to candidates in order of their ranking on their eligibility list. The list is valid for three years following its acceptance by the Board.

Candidates must pass a physical prior to entry into the Pilot Trainee Training Program and meet requirements set forth in Harbors and Navigation Code Section 214.

GENERAL EXAM INFORMATION

1. The purpose of this exam is to objectively measure the essential knowledge, skills, and abilities required to of a pilot trainee.
2. The examination will include the following content areas:
 - a. Pretransit planning
 - i. Environmental conditions
 - ii. Geographic conditions
 - iii. Vessel capabilities
 - b. Master/pilot transition
 - i. Bridge equipment
 - ii. Communication
 - iii. Vessel characteristics
 - c. Route Piloting
 - i. Equipment
 - ii. Handling characteristics
 - iii. Collision avoidance
 - d. Mooring/unmooring
 - i. Anchoring
 - ii. Docking
 - iii. Undocking
3. The written exam is made up of 150 multiple-choice questions. To be counted, answers must be properly marked on the answer sheet provided. Answers written in the test booklet or scratch paper will not be graded. There is only one correct answer per question.
4. Unless otherwise specified, stated, or implied in the questions, assume that:
 - a. Questions will deal with typical merchant vessels, i.e. full-bodied and relatively low power/tonnage ratios.
 - b. There is ample time and sea room to make whatever maneuver is called for by the situation.
 - c. Vessels are presumed to be in sight of each other unless they are stated to be in reduced or restricted visibility.
 - d. All vessels are power-driven and are considered fully functional with no maneuvering restrictions.

- e. Any lights referred to are displayed at night and any shaped referred to are displayed during the day.
- f. Lights shown or referred to are the minimum lights required by the rules for their size, class, condition, etc.
- g. Use of “requires,” “displays,” or “shows” with regard to navigational lights indicates that you can see those lights but the vessel may also display additional lights when presenting another aspect.
- h. Use of “requires only,” “displays only,” or “shows only” indicates these are the only navigational lights on the vessel, regardless or aspect.
- i. Towed vessels are not inconspicuous or partly submerged.
- j. Vessels are in compliance with the rules applicable to the waters upon which they are operating at the time; and
- k. Inland rules of the road apply.

SAMPLE QUESTIONS

1. A rigidly connected composite unit would be lighted as if it were what type of vessel or combination of vessels?
 - a. a power-driven vessel
 - b. A tug proceeding without a tow
 - c. a tug with a tow alongside
 - d. a tug with a tow being pushed ahead
2. A combination pilot ladder/accommodation ladder is required when the distance from the water to the top of the ladder exceeds what distance?
 - a. 5 meters
 - b. 7 ½ meters
 - c. 9 meters
 - d. 12 meters
3. A one-knot current exerts the same force on a given surface area as how many knots of wind?
 - a. 10
 - b. 20
 - c. 30
 - d. 40

ANSWERS: 1. A; 2. C; 3. C

SECURITY CONSIDERATIONS/CONDUCT DURING THE EXAM

A great deal of effort has gone into the development of the written examination and simulation exercise. Applicants taking the examination and participating in the exercise will have access to information that, if provided to other candidates, could give them an unfair advantage. If an applicant is discovered subverting the exam, the Board will not hesitate to disqualify him or her from future participation in the Pilot Trainee Training Program and the exam process. The following State Laws apply to both the written exam and simulator exercise portion of the Trainee selection process:

CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 123.

It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

(a) Conduct which violates the security of the examination materials; removing from the examination room any examination materials without authorization; the unauthorized reproduction by any means of any portion of the actual licensing examination; aiding by any means the unauthorized reproduction of any portion of the actual licensing examination; paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination; obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination; or selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.

(b) Communicating with any other examinee during the administration of a licensing examination; copying answers from another examinee or permitting one's answers to be copied by another examinee; having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination; or impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under the authority provided for in any other provision of law.

In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

(c) If any provision of this section or the application thereof to any person or circumstances is held invalid, that invalidity shall not affect other provisions or applications of the section that can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.

SECTION 123.5.

Whenever any person has engaged, or is about to engage, in any acts or practices which constitute, or will constitute, a violation of Section 123, the superior court in and for the county wherein the acts or practices take place, or are about to take place, may issue an injunction, or other appropriate order, restraining such conduct on application of a board, the Attorney General or the district attorney of the county.

The proceedings under this section shall be governed by Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure.

The remedy provided for by this section shall be in addition to, and not a limitation on, the authority provided for in any other provision of law.

SECTION 496.

A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated Section 123 pertaining to subversion of licensing examinations.

REFERENCE LIST

1. ***Radar Navigation and Maneuvering Board Manual***, Ernest B. Brown, Pub. 1310, Seventh Edition 2001, prepared by the National Imagery and Mapping Agency, Lighthouse Press, a division of ProStar Publications, Inc., Annapolis, Maryland, ISBN 1-57785-248-6.
2. ***The American Practical Navigator***, Bowditch, Pub. No. 9, 2002 Bicentennial Edition, prepared and published by the National Imagery and Mapping Agency, Bethesda, Maryland, ISBN 978-0-939837-54-0.
3. ***Bridge Procedures Guide***, International Chamber of Shipping, Fourth Edition 2007, Includes a CD version, Published by Marisec Publications, London.
4. ***Navigation Rules, International—Inland***, presented by the USCG, Paradise Cay Publications, Inc., Arcata, California, ISBN-13: 978-0-939837-49-6.
5. ***United States Coast Pilot 7—Pacific Coast: California, Oregon, Washington, Hawaii and Pacific Coast***, U. S. Dept. of Commerce NOAA, 2013 (45th) Edition, NSN 7642014008455, NGA No: NOSPBCEP7 (A new 46th edition will be available January 2014).
6. ***Shiphandling For The Mariner***, Daniel H. MacElrevey and Daniel E. MacElrevey, Fourth Edition 2004, Cornell Maritime Press, Centreville, Maryland, ISBN 0-87033-558-8.
7. ***Behavior And Handling Of Ships***, Henry Hooyer, 1983, Cornell Maritime Press, Centreville, Maryland, ISBN 0-87033-306-2.
8. ***2014 Tide Tables, High And Low Water Predictions, West Coast of North and South America, Including The Hawaiian Islands***, Lighthouse Press, a division of ProStar Publications, Inc., Annapolis, Maryland, this publication contains tide and/or tidal predictions and associated information produced by and obtained from the U. S. Dept. of Commerce NOAA, ISBN 157785990-1
9. ***Shiphandling With Tugs***, Jeff Slesinger, Second Edition 2008, Cornell Maritime Press, Centreville, Maryland, ISBN 978-0-87033-598-3.
10. ***Tug Use in Port***, Captain Henk Hensen, FNI, Second Edition 2003, published by The Nautical Institute, London, ISBN 1-870077-39-3.
11. ***Shiphandler's Guide***, Captain R.W. Rowe, FNI, Second Edition 2000, published by The Nautical Institute, London, ISBN 1-870077-35-0.
12. ***Merchant Marine Officers Handbook***, Based on the original edition by Edward A. Turpin and William A. MacEwen, Master Mariners, Editor William B. Hayler, Master Mariner, Fifth Edition 1989, Cornell Maritime Press, Centreville, Maryland, ISBN 0-87033-379-8.

13. *Tug Use Offshore in Bays and Rivers: The Towmaster's Manual*, George H. Livingstone, Grant H. Livingstone, 2006, published by The Nautical Institute, London, ISBN 870077741.